



JOB ANNOUNCEMENT

LEGAL SECRETARY OR SENIOR LEGAL TYPIST LEGAL DIVISION

**1 PERMANENT FULL-TIME POSITION
San Francisco**

The California Coastal Commission's Legal Division is seeking a dedicated and skilled legal secretary or senior legal typist. The successful candidate in this position will be called on to use a variety of secretarial skills, including preparing a variety of legal documents for the Chief Counsel, staff attorneys, enforcement staff, legal analysts, and legal assistants.

The Coastal Commission staff reviews and processes local coastal programs and coastal development permit applications, ensures proper compliance with those permits, and participates in litigation. Along with other legal clerical staff, the legal secretary will be required to prepare legal correspondence, legal opinions, memoranda, staff reports, and conduct clerical jobs for the Chief Counsel, six other attorneys, two legal analysts and legal assistant in the carrying out of the Coastal Act. In addition, the legal secretary will assist the statewide enforcement staff in setting up Coastal Act violation files and maintaining the enforcement database, as well as assisting in preparation of enforcement referrals to Attorney General's Office.

Skill in document production using software applications is required. Software facility should include Microsoft Word and Excel. Knowledge of or willingness to learn PowerPoint, Acrobat and in-house computer programs is required. Coordinate all aspects of legal documents production and distribution, including typing, revising, printing, collating, mailing, faxing and filing.

JOB DUTIES:

The Coastal Commission Legal Division is looking for a Legal Secretary who is interested in learning more about coastal protection and in performing the following work:

- Type legal correspondence, memoranda, opinions, declarations and staff reports for Commission monthly public meetings and for enforcement matters;
- Maintain paper and online legal research files for legal and enforcement divisions;
- Archive and retrieve legal, enforcement and permit compliance files;
- Arrange and coordinate travel for legal and enforcement staff, and process travel claims;
- Set up and maintain litigation, recordation and enforcement files;
- Provide assistance and office support, including arranging meetings and conferences;

DESIRED SKILLS AND ABILITIES: We are seeking someone with strengths in the following areas:

Communication: Excellent writing and oral communication skills, ability to effectively communicate with the public over the phone.

Strong Attention to Details: Ability to focus on details to ensure accuracy of legal files.

Strong Organizational Skills: Ability to organize, track and manage the status of various legal matters for the Chief Counsel, and staff attorneys.

Willingness to Learn New Things: Coastal resource protection and the tools the Commission uses to further the agency's mission – no background needed, but strong interest desired.

Ability to Work Well With Others: Positive attitude, ability to work effectively both as a team member and independently, treats others with courtesy and respect.

ELIGIBILITY: Current state employees or former state employees with transfer or reinstatement rights and eligibles on the Legal Secretary and Senior Legal Typist lists are eligible. **If you are not a state employee or are not currently on one of these state civil service lists, you may wish to submit an application, even though you are not eligible to apply for the position, in the event that we decide to conduct a civil service examination to expand the existing eligibility lists.** SROA candidates will be considered. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the section marked "*Examination(s) or Job Title(s) for which you are applying*" on the State application form.

SALARY: Legal Secretary..... \$2938 - \$3571 per month
Senior Legal Typist \$2504 - \$3400 per month

CONTACTS: Amy Roach, Deputy Chief Counsel (415) 904-5220

FILING: Until filled.* Submit current resume, standard State Application Form 678 (put job title and LOCATION in the section "EXAMINATION OR JOB TITLE FOR WHICH YOU ARE APPLYING") to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. We intend to fill the position as soon as possible, so it is important to file your application immediately.

For more information about the Commission and what we do or to obtain a State Application Form 678, you may visit our website at: www.coastal.ca.gov

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885